

<b>DATA ITEM DESCRIPTION</b>		FORM APPROVAL OMB NO 0704-0188	
1. TITLE Report/Minutes, Record of Meeting		2. IDENTIFICATION NUMBER OT-045	
3. DESCRIPTION / PURPOSE To provide a record of the proceedings of any specified meeting.			
4. APPROVAL DATE (YYMMDD) 990205	5. OFFICE OF PRIMARY RESPONSIBILITY: CEHNC-OE-DC	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP 7.1. This data item can be used for any Programs/Projects requiring formal documentation of meetings of any type, i.e., audits, design reviews, etc. 7.2. The data item shall also be used to provide a written record of attendees, questions and answers from public meetings and submitted within 5 days after the meeting.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS  10.1 The title page shall contain, as appropriate, the following:  10.1.1 Date of report/meeting.  10.1.2 Title - Type of meeting (study contract, audit, design review, etc.).  10.1.3 Title of Program/Project.  10.1.4 Contract number and/or task order number.  10.1.5 Signature(s) - Contractor (supporting activity) Project Manager or designated representative.  10.2 The report/minutes shall include, as appropriate, the following types of information:  10.2.1 An introduction which will include:  10.2.1.1 Statement relating to the purpose/objective of the meeting.  10.2.1.2 The original agenda/revisions thereto. (This may be accomplished by reference to attachment/enclosure.)  10.2.2 Administrative data which will include:  10.2.2.1 Date and location of the meeting.  10.2.2.2 Agency under whose direction the meeting was convened.  10.2.2.3 Name and title of the chairperson or co-chairpersons.  10.2.2.4 Names and titles of persons attending.			
11. DISTRIBUTION STATEMENT			

Data Item Description OT-045 (continued):

10.2.3 Information covered during the meeting, including as appropriate, such items as:

10.2.3.1 A description and/or listing of the material and documentation, if any, discussed/reviewed during the meeting.

10.2.3.2 Specific statements relating to changes, deletions, modifications, etc., discussed/reviewed during the meeting, including:

10.2.3.2.1 A description of the change/modification required.

10.2.3.2.2 The reason for the change/modification.

10.2.3.2.3 The agency responsible for preparing change proposals, if required, necessary to effect the change/modification.

10.3 The record of each item discussed/reviewed during the meeting will appear, in general, in the following format:

10.3.1 Item - A brief statement identifying the item, or questions from the meeting attendees.

10.3.2 Discussion - Summary of pertinent information associated with the item.

10.3.3 Recommendations - A list of both the Project/Program Manager's and the contractor's recommendations, and answers to the attendee's questions.

10.3.4 Action - A brief statement of agreements reached, action(s) required by the Program/Project Manager or the contractor, identity of the personnel or activity assigned responsibility for taking and/or coordinating required actions, contractual action, if required, and all key dates.

10.4 The report/minutes will be typed on 8 1/2" by 11" white paper. Charts, graphs, drawings, lists, and sketches may be included, if necessary, to support or clarify the text of the report/minutes. Oversize material shall be one-way foldouts. All material presented shall be sufficiently clear and sharp for further reproduction if required. All pages and supporting material shall be securely bound together.